

# How/Why to Use Attempted Ind Cert/KOSSA

## READ EVERYTHING BEFORE YOU DO ANYTHING...

This process should only be used if:

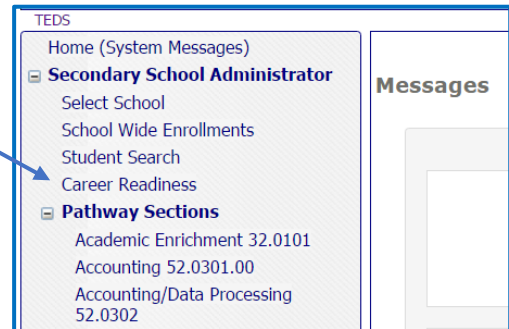
- The student has NEVER taken a KOSSA (pass or fail)

**AND**

- Has taken, but failed his FIRST Industry Certificate assessment

*The sole purpose of this measure is to verify that a student ATTEMPTED an assessment, NOT whether they passed or failed. So, once the box is marked, DO NOT remove the mark. \*\**

1. Log in to TEDS and click on “**Career Readiness**” in the navigation tree at the left of the screen.
2. Change student status to “All Students” and click “Search.”



The screenshot shows the 'Career Readiness List' search criteria form. The 'Student Status' dropdown menu is open, showing 'Active', 'All Students', and 'Inactive'. 'All Students' is selected. The 'Search' button is highlighted.

You now have a list of all students in your TEDS database. From here you can mark the box for Attempted an Ind Cert/KOSSA.

The screenshot shows the search results table with 32 records. The table has columns for Name, SSID, Pathway, WorkKeys Certificate Level, ASVAB (AFQT), Attempted Ind Cert/KOSSA, KOSSA, and College Ready. The 'Attempted Ind Cert/KOSSA' column contains checkboxes, some of which are checked.

Name	SSID	Pathway	WorkKeys Certificate Level	ASVAB (AFQT)	Attempted Ind Cert/KOSSA	KOSSA	College Ready
Austin Gerri		Administrative Support	- Select One		<input type="checkbox"/>	Not Tested	No
Austin Gerri		Administrative Support	- Select One		<input type="checkbox"/>	Not Tested	No
BROWN JOHNNY	9991254785	Administrative Support	- Select One		<input checked="" type="checkbox"/>	Not Tested	No
BROWN JOHNNY	9991254785	Allied Health	- Select One		<input checked="" type="checkbox"/>	Not Tested	No
Brown Shella Ann	1995846515	Accounting	- Select One		<input type="checkbox"/>	Not Tested	No
Chalis Brat		Allied Health	- Select One		<input type="checkbox"/>	Not Tested	No
Chalis Brat		Administrative Support	- Select One		<input type="checkbox"/>	Not Tested	No
Christian Claude		Administrative Support	- Select One		<input checked="" type="checkbox"/>	Not Tested	No

**BUT...**

If the student has taken a KOSSA, OR already passed an Industry Certificate assessment, STOP. DO NOT MARK THE BOX.

**\*\* Schools are not penalized for having this box marked. KOSSA scores are posted, pass or fail; WorkKeys scores are posted, pass or fail; ASVAB scores are posted (by you) pass or fail. Industry Certificates are posted (by you), but ONLY when passed. Therefore, the checkbox is designed to verify that an assessment was taken (just like every other assessment in TEDS). So, once the box is marked, DO NOT remove the mark.**